



DEPARTMENT OF THE ARMY

35TH AIR DEFENSE ARTILLERY BRIGADE

Unit #15757

APO AP 96266

REPLY TO
ATTENTION OF:

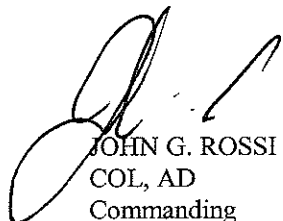
EAAD-Z

10 February 2006

MEMORANDUM FOR ALL 35th Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Brigade Policy Letter #7 - Command Safety

1. In the 1st quarter of FY 06, there was an upward trend in the frequency of accidents involving Soldiers and Equipment within the Brigade. 14 accidents occurred with 6 involving oversized PATRIOT equipment or missiles. In recognition of this fact, the Brigade will focus on Safety with four Major Components. They are: leader training; incorporation of Safety performance into all leader counseling, reports, and appraisals; incorporation of Composite Risk Management in all training related briefings; and conduct of a quarterly safety counsel.
2. All leaders within the Brigade in the rank of sergeant first class and above or in platoon sergeant positions will complete the commander's safety course found on the US Army CRC website within 30 days of arrival to Korea. Commanders are accountable to ensure this training is conducted.
3. All leaders will include safety programs and tasks in their evaluation report support forms and counseling sessions. An excellent example is "Effectively incorporating Composite Risk Management (CRM) in all mission planning and execution to include; Quarterly Training Briefs (QTBs) and Quarterly Safety Council meetings." Open and continuous communication between Soldiers and leaders on this critical topic will work to achieve that mission. Leaders at all levels must lead the way in changing behavior to reduce accidents.
4. All senior raters will pass their support forms down two levels. For example: Battalion commanders will pass their support forms with safety objectives down to platoon leaders who will pass their support forms with safety objectives down to individual Soldiers. The Noncommissioned Officers' (NCO) chain of supervision is linked in a similar fashion through their rating officials. Regular counseling in support of military evaluation systems is an already established requirement and practice. An oversight process for this requirement is in place as part of the evaluation counseling.
5. The Brigade will conduct a quarterly safety Council chaired by the Brigade Commander to discuss safety problems, review safety performance; share lessons learned and refine processes in order to prevent future accidents. The quarterly review counsel will be held two weeks before the Eighth Army Safety and Operational Hazard Advisory Counsel (SOHAC) and placed on the long range and short range training calendars. Additionally, Brigade and Battalion leadership will conduct Incident Review Counsels for all accidents to improve processes in order to prevent future accidents.
6. All leaders will utilize Composite Risk Management tools in training events and day to day operations, ranging from planning, by identifying hazards and high risk Soldiers, to implementing controls and conducting briefings to Soldiers before rehearsals and conduct of training and other activities.
7. Proponent. The POC is the Brigade Safety, at 783-5813.


JOHN G. ROSSI
COL, AD
Commanding



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UNIT #15757

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10 February 2006

MEMORANDUM FOR All 35TH Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35TH Air Defense Artillery Brigade Policy Letter #8 -- Equal Opportunity (EO) Program

1. References.

a. AR 600-20, Army Command Policy, 13 May 2002

b. DA Pam 350-20, Unit Equal Opportunity Training Guide, 1 June 1994

2. Purpose. To ensure that all members of 35th Air Defense Artillery Brigade, Katusa soldiers, civilian employees, and family members receive equal opportunity and fair treatment without regard to race, color, religion, national origin or gender. This policy applies both on and off base, during duty and non-duty hours, and to working, living, and recreational environments.

3. Discussion. Commanders and leaders at all levels have the primary responsibility for developing and sustaining a healthy EO climate. The EO Program sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability. This philosophy is based on fairness, justice, and equity and is best implemented through the promotion of programs that enhance unit cohesion; prevent, address and correct discriminatory practices; prevent reprisal for those who file a complaint; and take appropriate action with those who violate the Army's policy.

4. Policy.

a. Awareness training. Soldiers need to be aware of the Army Command Policy (AR 600-20) and how it pertains to equal opportunity. Commanders are responsible for implementing policies and programs that will heighten soldier awareness of EO issues and ensure their compliance with EO policies.

b. Reporting. Agencies available to process complaints are any Army EO Advisor (EOA), Inspector General, Chaplain, Provost Marshal, medical agencies, Staff Judge Advocate, Housing Referral Office, and EO/Sexual Harassment HOTLINES. Leaders will not preclude or hinder personnel from using these channels and training will include specific information so soldiers know how to file a complaint.

c. Leadership Role. All personnel will be encouraged to resolve issues of prejudicial and discriminatory comments and actions, including inconsiderate remarks, at the lowest level of command. However, prevention and resolution of inappropriate behavior is everyone's